



# MINISTRY FOR PUBLIC ENTERPRISES

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Public Private Partnership Monitoring Officer
<b>Position Code:</b>	PE000026
<b>Division:</b>	Public Private Partnership (PPP) and Privatization Division
<b>Salary Grade:</b>	A12
<b>Salary Range:</b>	\$29,743

**MINISTRY'S PURPOSE:** To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.

**DIVISION'S PURPOSE:** Provide effective and quality policy, planning and research advice to ensure effective identifications, implementations and monitoring of Public Private Partnership (PPP) and Privatization programs are achieved.

**PURPOSE OF THE POSITION:** Ensure Government Public Private Partnership (PPP) and Privatization programs are successfully implemented.

### KEY RESPONSIBILITIES

As a Senior PPP Monitoring Officer, you will be responsible for:

Key Areas of Responsibility.	Performance Expectations and Deliverables.
Policy development and awareness	<ul style="list-style-type: none"> <li>Assist in revising and updating the existing PPP policies, in parallel with the appropriate International PPP guidelines and best practices (APMG PPP professional), the Cabinet Development Committee and Tenders board policies.</li> <li>Assist in ensuring that the PPP policies are integrated in Public Bodies and other key Stakeholders planning and policy systems</li> <li>Assist in conducting relevant awareness to promote PPPs in Samoa.</li> </ul>
PPP Identification and Screening	<ul style="list-style-type: none"> <li>Conduct relevant research and review of Public Bodies, Ministries or other relevant stakeholders' plans, reports (annual and quarter) and/or any other relevant documents, to identify broad issues or needs that will initiate related potential projects as solutions.</li> <li>Conduct preliminary cost and benefit analysis to screen and determine the most feasible project's option.</li> <li>Conduct a suitability and affordability analysis to determine whether the above chosen project's option is suitable and affordable to be procured under a PPP arrangement.</li> </ul>
PPP Preparatory	<ul style="list-style-type: none"> <li>Assist in developing appropriate business plans/cases to further support the feasibility and viability of the above PPP arrangements.</li> <li>Assist in conducting necessary feasibility studies that will support/prove the economic, social, legal, financial and environmental assumptions and others aspects surrounded the above PPP arrangements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in conducting the financial structuring, risks structuring and tender structuring of the above PPP arrangements.</li> </ul>
PPP Execution and Implementation of approved option	<ul style="list-style-type: none"> <li>• Assist in preparing Request for quotation, Request for Proposal, evaluation criteria and a draft contract in line with the PPP structuring.</li> <li>• Assist in carrying out the bidding process, evaluation of bids, launching and the signing of the PPP contract with the winning party.</li> <li>• Assist the respective Procuring authority (Public Body or Ministry) in monitoring of the implementation of the PPP contract.</li> </ul>
PPP Administration	<ul style="list-style-type: none"> <li>• Coordinate all consultations, and follow up necessary information and documents, relating to PPP arrangements.</li> <li>• Coordinate and administrate all meetings, and other duties relating to the operation of the PPP Steering Committee.</li> <li>• Prepare Cabinet submissions and all relevant papers relating to PPP arrangements as endorsed by the PPP Steering Committee.</li> </ul>

### **CORE COMPETENCIES/SELECTION CRITERIA.**

To effectively and efficiently perform this role, you must possess/demonstrate the following competencies:

#### ***Skills and Abilities***

Problem Solving	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> <li>• Undertake situational analysis that will strengthen understanding of policies, systems and outcomes.</li> </ul> <p>Can link strategy with medium and long term requirements and organizational objectives, and develops long term solutions.</p>
Planning and Organizing	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> <li>• Monitors performance against objectives and re- prioritizes where necessary.</li> <li>• Able to meet tight deadlines and work effectively under pressure.</li> </ul>
Research and Analytical	<p>Individuals who demonstrate this capability</p> <ul style="list-style-type: none"> <li>• Seek all relevant information for problem solving.</li> <li>• Able to analyze information presented in a variety of forms to identify issues and their implications to assist in problem solving.</li> <li>• Able to understand the issues and interpret for information sharing and relevant decision making</li> </ul>
Written and Oral Communication	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> <li>• Write in a clear, fluent and concise manner</li> <li>• Organize and presents information in a logical sequence.</li> <li>• Is articulate; speaks clearly and with confidence.</li> </ul>

#### ***Personal Attributes***

Samoa Public Service (SPS) Values and Ethics	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> <li>• Familiar with the SPS Code of Conduct</li> <li>• Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
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Integrity	<ul style="list-style-type: none"> <li>• Acts with integrity at all times.</li> <li>• Is an example of professionalism, impartiality and objectivity with regards to sensitive matters.</li> <li>• Is loyal and can make sound decisions based on facts in accordance with established legislation and policies.</li> </ul>
Building Productive Relationships	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> <li>• Are able to establish and maintain internal and external; relationship with people at all levels.</li> <li>• Active team player who understands team dynamics and the factors that can affect a team's performance.</li> </ul> <p>Able to establish useful partnerships with people across business areas, functions and organizations.</p>

***Experience***

Experience	<p>2 years Relevant experience in:</p> <ul style="list-style-type: none"> <li>• Research and data analysis</li> <li>• Proposal and report writing</li> </ul> <p>Experience in PPP arrangements/attending PPP workshops.</p>
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***Qualification***

Formal Qualification	<p>Must have a Bachelor Degree in Commerce, majoring in Accounting or Economics or any related field.</p>
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